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| 1. Record Nr. | UNINA9910679232303321 |
| Titolo | Assert yourself : how to find your voice and make your mark |
| Pubbl/distr/stampa | London : , : A&C Black, , 2009 |
| ISBN | 1-280-85135-X 9786610851355 1-4081-0254-4 |
| Edizione | [Revised edition.] |
| Descrizione fisica | 1 online resource (97 p.) |
| Collana | Steps to success |
| Disciplina | 650.13 |
| Soggetti | Assertiveness (Psychology) Interpersonal communication |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Includes index. |
| Nota di contenuto | Cover; Titlepage; Copyright; Contents; How assertive are you?; 1 Communicating assertively at work; 2 Developing presence; 3 Building confidence at work; 4 Managing others' perceptions; 5 Using non-verbal communication; 6 Dealing with stressful relationships and bullying; 7 Improving leadership skills; 8 Negotiating the pay rise you deserve; Where to find more help; Index |
| Sommario/riassunto | Full of practical, step-by-step advice on how to boost your self confidence and deal with others assertively without appearing aggressive, Assert yourself contains a self-assessment quiz, top tips, common mistakes and advice on how to avoid them, summaries of key points, plus lists of handy books and weblinks. |